



KALIABOR COLLEGE

Kuwaritol : Nagaon : Assam - 782137


REPORT OF ACADEMIC & ADMINISTRATIVE AUDIT (AAA)

Date of Visit 26 November 2022

REPORT OF ACADEMIC & ADMINISTRATIVE AUDIT (AAA)

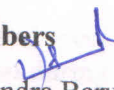
KALIABOR COLLEGE

Date of visit 26-11-2022

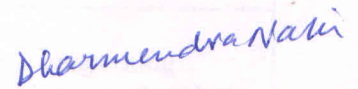


Dr Mridul Hazarika
Vice Chancellor,
Mahapurusha Srimanta
Sankaradev Viswavidyalaya

The team members



Prof Debendra Chandra Baruah
Professor, Dept of Energy
Tezpur University



Dr Dharmendra Nath
Principal
S.B. Deorah College

Principal
S.B. DEORAH COLLEGE
Ulubari, Guwahati-781007

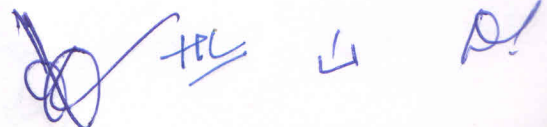


1. Preface

Kaliabar College invited a three-member committee comprising of (i) Prof. Dr Mridul Hazarika, Honourable Vice Chancellor, Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Nagaon, Assam (ii) Prof. Debendra Chandra Baruah, Professor, Department of Energy and Director, Center for Multidisciplinary Research, Tezpur University, Tezpur, Assam and (iii) Dr. Dharmendra Nath, Principal, S. B. Deorah College, Guwahati, Assam for Academic and Administrative Audit (AAA) of the College vide letter No. KC/IQAC/17 dated 7-11-22. The members of the AAA committee visited the College on 26-11-2022 and conducted the detail audit through visits to the administrative sections, academic Departments, Library, Canteen, Sports facilities, including places having notable activities and various infrastructure facilities of the College. The team also held series of meetings with relevant stakeholders of the College including Governing body, teaching staff, non-teaching staff, students, hostel wardens, parents, and alumni.

The agenda of the AAA visit is provided below.

Time	Programme
09:00 am	Meeting of AAA team
09:30 am	Introductory meeting with the Principal of the College
09:45 am	Presentation of Report by the Principal of the College (The report covers the brief introduction of the college and broadly highlight the important aspects covering all the key indicators of NAAC accreditation viz., (i) Curricular Aspects; (ii) Teaching- Learning and Evaluation; (iii) Research, Innovations and Extension; (iv) Infrastructure and Learning Resources; (v) Student Support and Progression; (vi) Governance, Leadership and Management; (vii) Institutional Values and Best Practices) Highlight of the implementation of NEP2020 was also mentioned in the presentation.
10:45 am	Visit to the selected Departments The AAA team has attempt to understand specially the status concerning Criteria #1, #2 and #3 of NAAC manual during the visit and interacted with the Departments
1:00 pm	Break for lunch
1:45 pm	Visit to library, canteen, sports facilities, NSS, NCC etc (with special reference to Criteria #4, #5 and #7 of NAAC manual)
2:30 pm	Interaction with different stakeholders represented by management, teachers, non- teaching staffs, students, alumni, and society (with special reference to Criteria #5, #6 and #7 of NAAC manual)
3:20 pm	Meeting of AAA team and Preparation of AAA report
4:00 pm	Submission of AAA report and Exit meeting (in presence of President-Governing Body, Principal, Teachers, IQAC Coordinator and other staff members of the college)



The details of the report of the AAA Committee are presented below.

1.1 Kaliabor College: A brief overview

Kaliabor College, established in 1969, has been accredited by NAAC (B++ in 2005 and 'A' grade in 2015). The College is recognized under 2(f) and 12(B) of the UGC Act and affiliated to Gauhati University. Primarily Kaliabor College offers 21 programme at UG level covering 18 academic Departments in 4 streams. The college also provides 2 programme at Post Graduate level covering 2 academic Departments in two streams. Besides, the college also offers the courses under distance mode of Krishna Kanta Handiqui State Open University.

23 Academic programmes covering all the streams (Table 1) under the academic Departments.

Table 1 Details of Academic programmes of Kaliabor College

Programmes	Intake Capacity (as per 2022-year data)	Streams
1. B.A. Honours in Political Sc.	40	Bachelor in Arts
2. B.A. Honours in Education	30	
3. B.A. Honours in Assamese	50	
4. B.A. Honours in Economics	20	
5. B.A. Honours in History	40	
6. B.A. Honours in English	30	
7. B.A. Regular	300	
8. B.Sc. Honours in Mathematics	25	Bachelor in Science
9. B.Sc. Honours in Physics	20	
10. B.Sc. Honours in Zoology	20	
11. B.Sc. Honours in Botany	20	
12. B.Sc. Honours in Chemistry	20	
13. B.Sc. Honours in Statistics	10	
14. B.Sc. Regular	20	
15. B.Com, Regular	40	Bachelor in Commerce
16. B.Com Honours in Commerce	60	
17. M. Com	40	PG
18. MA in Education	25	Professional/Vocational at UG
19. Bachelor of Computer Application	20	
20. Bachelor of Business Administration	20	
21. B. Sc. in Biotechnology	20	
22. Bachelor in Vocations (B. Voc) in Tourism and Service Industry (TSI)	50	
23. Bachelor in Vocations (B. Voc) in Small Tea Garden Management (STGM).	50	

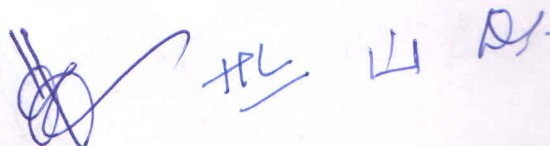
As per the prevailing academic practice, Kaliabar College is also supporting the higher secondary programmes of AHSEC (Assam Higher Secondary Council, Assam).

1.2 Curricular, Teaching Learning and related aspects

The eighteen academic Departments at UG level in Kaliabar College are Assamese, Botany, Physics, Chemistry, Economics, Education, English, History, Mathematics, Statistics, Political Science, Zoology, Commerce, Computer Science, Biotechnology, Business Administration, Tourism and Service Industry (TSI), Small Tea Garden Management (STGM). At PG level, PG department of Commerce and PG department of Education are extending the PG courses. The Departments implement the structured course curriculum recommended by Gauhati University and also strictly follow the examination and evaluation schedule of the university through structured governance and academic management units.

The notable points pertaining to the curricular aspects of Kaliabar College are mentioned below:

- Enrichment of the curriculum through students' seminars, fieldworks, and projects are almost common features implemented by all the Departments.
- Allotment of the course among the Faculty members is done based on the expertise and experience.
- Faculty members participate in the regular programmes of capacity building, especially for Assessment/Evaluation of examinations as per the directive of the Gauhati University.
- Choice Based Credit System (CBCS) has been implemented by all the 18 Departments since 2019-20 session.
- Certificate courses are also offered time to time for the benefits of the students.
- Increase in student strength, specially in last two years, has been positively taken by the College and College appears ready to cope up with the increase.
- Prompt action of the College to support the academic activities through application of available IT technologies and e-resources during Covid pandemic deserves appreciation.
- College considers the issue of drop-out seriously and makes efforts to reduce drop-out of students caused due to prevalent socio-economic conditions in the region.
- Overall, the academic performance of majority the Departments, in terms of pass percentage

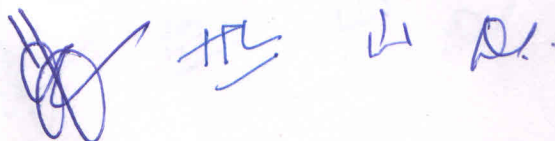
 HPL W D.

of students, has been encouraging. There are also University rank holders among the students of Kaliabor College. However, some of the Departments with higher level of unsuccessful students are initiating plan based on the analysis to improve the performance.

1.3 Faculty, Research, Innovations and Extension activities of the College

The general status of Kaliabor College in terms of the human resources (Faculty), Research, Innovations and Extension appears good. Conservations of natural elements and cultural heritage are found as focal areas of the College with tremendous opportunities in both the areas. Some of the high points in the above contexts are noted as below.

- There are 54 numbers of sanctioned academic staff (i.e. Principal, 53 numbers of teachers and Librarian) in the college. Apart from it the college has 23 contractual faculty members working as full time teachers. There are 27 numbers of teachers (both in-sanctioned and non-sanctioned) having the PhD Degree.
- A total of 20 research publications by the Faculty members belonging to different Departments (viz., Education, English, History, Political Science, Zoology, Biotechnology, Chemistry) are published in UGC care Journals during the last Five Years. Similarly, 25 numbers of research papers are published in different peer reviewed journals. There are 20 numbers of books published by the faculty members of the college. There are also 10 edited books published by the faculty members. The faculty members of the college have also published 75 numbers of chapters in different ISBN publication published in national/ international conference proceedings/Books. during last Five Years.
- There are also successful efforts made by the Faculty members in innovation leading to grant of patents. In the year 2021, the college has published two numbers patents.
- The college is also active in organising extension activities covering important areas like Swachha Abhiyan/Cleanliness, Awareness on Yoga, Awareness on AIDS, Awareness on legal provision against sexual harassment, In-service Teachers' Training, Observance of events like World Disabled Day, etc. relevant to regional and national importance. A total of 78 events have been organized by the College during last five years and details are made available on the website of the College.
- College is also active in collaboration with different Organization through signing of MoUs (Table 2). The College has plan to assess the functioning of these 12 MoUs and




analysis the outcomes in the meeting of Governing body.

Table 2: MoUs signed during the last five years

Organisation with which MoU is signed	Year of signing MoU	Leading Department
1. Green Ashiyana	2017	B. Voc
2. Kamarbandha Tea Estate	2017	B. Voc
3. North Eastern Regional Institute of Water Land Management, Tezpur	2018	Chemistry
4. Assam Skill development Mission, Govt. Of Assam	2018	B. Voc
5. Mindset, Tezpur	2018	B. Voc
6. Jungle Travels', Guwahati	2018	B. Voc
7. Khuipat Organic Tea manufacturer, Gohpur	2019	B. Voc
8. BH Mini Tea Plantation	2019	B. Voc
9. C.N. Travels', Guwahati	2019	B. Voc
10. Dept. of Chemical Sciences, Tezpur University	2019	Chemistry
11. Centre for Tourism Studies, Guwahati	2019	B. Voc
12. North Eastern Regional Institute of Water and Land Management	2020	Biology
13. JDSG College, Bokakhat	2022	Kaliabor college
14. SRD Group, Mangaldai	2022	Entrepreneurship Cell
15. Qi-Qua, Kaliabor	2022	Entrepreneurship Cell

- In addition to fulfilling the own requirements, the sports facilities are also extended to the local youth regularly for their practice and also for organizing different competitions.
- Faculty members encourage the students to pursue higher study. As a result of which adequate number of graduated students from all the Departments are reported to enroll in the Higher Education Institutes (HEI) for attaining higher degree such as M.Lib, B.Ed., D. El. Ed, BT (DIET), LAW, PGDCA, MBA and MA.
- Faculty members also encourage the students for various competitive examinations.
- Similarly, there are also examples of success by the graduating students in SLET and TET.
- There are provisions of financial assistances for the topper students of the Departments.
- There are 521 successful students of Kaliabor College qualifying for the Ishan-Uday Scholarship (Govt. of India Scholarship).
- College has records of placements of 322 students in different places including Government Sector (School, Police Department, etc.) and Non-Government and Banking Sectors in recent times.
- College felicitates the meritorious students and achievers and actively considering displaying records of such students for public notice.



- Principal of the College takes the key responsibility to lead all the affairs of the College with well-coordinated action plan.
- College has clear-cut Vision and Mission Statements well displayed for all stakeholders in the college website.
- College has rationally prepared financial budget and all expenditures are appropriately audited.
- Regular meetings of Governing body are convened to discuss all the key issues of the functioning of the College. Minutes are well circulated.
- There are also various decentralized committees in the College to look after various academic and administrative affairs including purchase, maintenances of the infrastructure and campus beautification.
- The student Union of Kaliabor College is active and works in coordination with the College administration.
- College has provision to provide financial support to teachers to attend conferences/workshop and towards membership fee of professional bodies.
- College supports professional development programmes for the teaching fraternity in the key areas required for quality improvement.
- Information regarding Faculty members successfully completing Faculty Development Programmes (FDP) in the areas of ICT, Pedagogy, MOOCS, E-Content development, human rights, is available in the Faculty profile uploaded in the college website.
- College website is updated regularly.

1.6 Quality Assurance, Community engagement/Outreach, Best Practices

The College is keen to upkeep the quality in all the affairs of its functioning. It has an active Internal Quality Assurance Cell (IQAC) to monitor and assure quality. IQAC organizes programmes in association with the teaching Departments, Cells and College Authority from time to time which is reported on the website of the college. College has a dynamic website for benefits of the students and all stakeholders. College is keen to conserve resources, promote renewable energy, and environment friendly sustainable practices. College observes all major events of national importance with the participation of students and Faculties.

Cordial teacher-students relationship while executing curricular and co-curricular activities including special club to promote healthy practices is one of the best practices. Strict adherence to the academic plan, progressive adoption of ICT in teaching, regular student mentoring, demonstrating revenue generating avenues in the campus, overcoming the challenges showing team spirit (particularly during recent lock-down) are some of other notable practices of the

- Principal of the College takes the key responsibility to lead all the affairs of the College with well-coordinated action plan.
- College has clear-cut Vision and Mission Statements well displayed for all stakeholders in the college website.
- College has rationally prepared financial budget and all expenditures are appropriately audited.
- Regular meetings of Governing body are convened to discuss all the key issues of the functioning of the College. Minutes are well circulated.
- There are also various decentralized committees in the College to look after various academic and administrative affairs including purchase, maintenances of the infrastructure and campus beautification.
- The student Union of Kaliabor College is active and works in coordination with the College administration.
- College has provision to provide financial support to teachers to attend conferences/workshop and towards membership fee of professional bodies.
- College supports professional development programmes for the teaching fraternity in the key areas required for quality improvement.
- Information regarding Faculty members successfully completing Faculty Development Programmes (FDP) in the areas of ICT, Pedagogy, MOOCS, E-Content development, human rights, is available in the Faculty profile uploaded in the college website.
- College website is updated regularly.

1.6 Quality Assurance, Community engagement/Outreach, Best Practices

The College is keen to upkeep the quality in all the affairs of its functioning. It has an active Internal Quality Assurance Cell (IQAC) to monitor and assure quality. IQAC organizes programmes in association with the teaching Departments, Cells and College Authority from time to time which is reported on the website of the college. College has a dynamic website for benefits of the students and all stakeholders. College is keen to conserve resources, promote renewable energy, and environment friendly sustainable practices. College observes all major events of national importance with the participation of students and Faculties.

Cordial teacher-students relationship while executing curricular and co-curricular activities including special club to promote healthy practices is one of the best practices. Strict adherence to the academic plan, progressive adoption of ICT in teaching, regular student mentoring, demonstrating revenue generating avenues in the campus, overcoming the challenges showing team spirit (particularly during recent lock-down) are some of other notable practices of the

 HPL LAD

College. Faculty members' involvement in publishing books (by reputed publisher) including textbooks is laudable.

2.0 Recommendations


Based on the threadbare analysis of all the inputs gathered during the visit, the AAA team expresses its happiness on the spirit of demonstrated by all the stakeholders in functioning the College. AAA team also believes that College has potential to excel further leading to be one of the prominent institutes of higher education in the region. Some of the notable points are summarized as recommendations:

- The College has the potential to become an autonomous institution of higher education. An Institutional Development Plan (IDP) may be prepared for reflecting the long run perspective of the College in tune with NEP, 2020.
- Implementation of effective ERP may be considered within a time frame to make the administration automated.
- College may consider establishing special centre on preservation of Cultural heritage and Natural resources which would benefit not only the students of the College, but also will be beneficial for the region. This will result wider visibility of all the existing works in this area.
- College may include more programmes relevant to the current contexts similar to the vocational course on tea.
- The College should take pro-active measures to reduce the student drop-outs.
- Enhanced alumni engagement is recommended for the benefit of the College.
- More stress on publication of quality research papers
- More collaboration with neighbouring institutes for sharing of resource
- More focus on resource mobilisation from different Govt. and Non-Govt. agencies including Alumni.
- Actions to attract more meritorious students and provision for encouragement to achievers
- There is scope for developing centres for Performing Arts and Language Studies.
- Providing financial support to faculties for attending conferences/seminars.


- Scientific mechanism for waste disposal should be initiated.
- Welfare measures for the needy staff members and financial support to poor students.
- Library should be upgraded with more E-resources. It should establish its own standard digital library having 24 x7 hours access.
- More number of computers be procured to make the student-computer ratio better specially a browsing section in library
- Existing ICT facilities may be augmented with training for faculty on updated system.



(Mridul Hazarika)

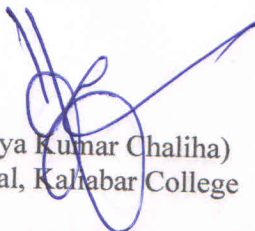


(Debendra Chandra Baruah)
Members of AAA Team



(Dharmendra Nath)

Principal
S.B.DEORAH COLLEGE
Ulubari, Guwahati-781007



(Hiranya Kumar Chaliha)
Principal, Kaliabar College